

883006/15/05

Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: REAL PROPERTY SERVICES MANAGER

DEFINITION

Under general direction, to plan, direct, supervise, and coordinate the acquisition, disposition, valuation, recordation, lease negotiation, displace relocation and property management activities for real property interests of the city; and to do related work as required.

REPORTS TO: Development Director

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Development Director. Exercises administrative direction and general supervision over professional, technical, and administrative support staff.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Plan, assign, supervise, review, and participate in the technical activities of appraisal, negotiation, investigation, relocation and recording related to city real property interests, purchases, leases, easements, rights-of-way, condemnations, sales and other real property services.
- Develop and implement goals and objectives; establish schedules and methods for property acquisition and management activities; implement policies and procedures.
- Oversee the maintenance of files and records of property services activities.
- Analyze the appraisal and title research needs of assignments and determine the advisability of contracting work.
- Interview, select and review the work of independent title and appraisal firms.
- Conduct negotiations with property owners and other parties of interest.
- Coordinate property services activities with other city departments and divisions, and with outside agencies.
- Represent the city in the community and at professional meetings as required.
- Respond to difficult citizen complaints and requests for information.
- Oversee the preparation and administer the divisional budget.
- Supervise, train and evaluate assigned staff.

QUALIFICATIONS

Knowledge of:

- Principles and practices of real property appraisal and management.
- Principles and practices of redevelopment land transactions.
- Principles and practices of relocation of residential, commercial and industrial uses.

- Economic and legal principles and practices of real property transactions.
- Applicable federal, state, and local laws, regulations, and policies related to property acquisition, appraisal, negotiation, and disposal, relocation and other public property services activities.
- Principles and practices of organization, administration, budget and personnel management.
- Personal computer operation and applications.

Ability to:

- Plan, assign, supervise, review, and participate in the technical activities of appraisal, acquisition, negotiation, displacee relocation and investigation related to city real property interests.
- Understand and interpret engineering plans, maps, surveys and legal documents.
- Prepare comprehensive and complex technical reports.
- Communicate clearly and concisely, orally and in writing.
- Interpret and make decisions in accordance with laws, regulations and policies.
- Supervise, train and evaluate assigned staff.
- Operate a personal computer and applicable software programs.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to the completion of the twelfth grade. A Bachelor's Degree from an accredited four-year college or university with major work in business administration, economics, real estate, or a closely related field is highly desirable.

Experience: Five years of increasingly responsible professional administrative experience in the appraisal, acquisition, and management of public property.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENTS

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Real Property Services Manager

TO: Assistant City Manager